CARS

car allowance rebate system

www.cars.gov

DEALER SYSTEM GUIDE
Quick Guide to Updating Rejected
and Saved Invoices

Assumptions

Dealers searching for an invoice must be registered and have submitted an invoice before attempting a search. If you have not yet registered or submitted and invoice please go to www.cars.gov/dealersupport .

Scope

This procedure covers how to search for an invoice.

If you have not completed the transaction process to complete an invoice, please go to http://www.cars.gov/index.php/dealersupport/user-guide and reference the Quick Guide to Transaction Submission.

Policy and General Instructions

Pop-up Blockers will interfere with the CARS system. Please turn off any active pop-up blockers in your web browser before proceeding to registration.

Do not use your **Browser Back Button** or **Browser Forward Button** in the CARS system to navigate to another screen. Instead, use provided links on each screen to navigate within the CARS system.

When entering data into the CARS system, the following Rules apply:

- Fields with asterisks (*) preceding them are required or mandatory information.

- Commas are only used to separate fields from one another (not included in address fields).

- All fields are required to be filled out completely and accurately prior to submittal.

- Car dealers have the ability to enter transactions in draft state and save data while working on a transaction.

Login to the system.

Note: The following is a list of icons and their meanings that you may see on your search response page:

Add Attachment
Use this icon to add an attachment to invoice

View Attachments
Use this icon to view invoice attachments

Disabled Cancel
Invoice is no longer available to cancel

Enabled Cancel
Use this icon to cancel an invoice

Disabled Edit
Invoice is no longer available for edit

Enabled Edit
Use this icon to edit your saved invoice

Delete Attachment
Use this icon in the Attachment List view to delete an attachment.

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Invoice Actions

Create Invoice [Without a PO ▼] [Go]

Search

Note that the search is case insensitive

Dealer: John and Jane Smith Auto Center-Ford-73169

Invoice Number: [   ]
Invoice Date From: [   ]
(example: 26-Jun-2009)

Invoice Amount: [   ]
Invoice Date To: [   ]
Currency: [   ]

[Go] [Clear]

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
HI001-03	10-Jul-2009	USD	4500.00	--	/	+
HI001-05	10-Jul-2009	USD	4500.00	⊖	/	+
HI001-06	10-Jul-2009	USD	4500.00	⊖	/	+
hi001-02	09-Jul-2009	USD	4500.00	--	/	📖 +
hi001-04	10-Jul-2009	USD	4500.00	--	/	+
hi001-08	11-Jul-2009	USD	4500.00	⊖	/	+

Create Invoice [Without a PO ▼] [Go]

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Note: After selecting the 📖 icon, a list of the invoice attachments will appear similar to the one below.

There are two ways to search for an invoice. One option is to use the **Create Invoices** screen and the other option is to use the **View Invoices** screen.

Use the **Create Invoices** option if:

1. You would like to cancel a saved or rejected invoice.

2. You would like to update a saved or rejected invoice.

Use the **View Invoices** option if:

1. You would like to view the status of a submitted invoice

2. You would like to view attachments for submitted invoices.

Searching for an Invoice Using the Create Invoices Screen

This option will allow you cancel a saved or rejected invoice and it will allow you to update a saved or rejected invoice.

1. Verify that you are on the Create Invoices screen.

2. Fill in the fields to search for a single invoice or group of invoices meeting a certain criteria. If you would like to see all of your invoices leave the fields blank.

3. Select Go.

4. Click on update to make changes.

5. Click the Add button.

Note: You can view the original attachment list by clicking on this link, but DO NOT use the delete or update icon.

6. Add new or updated attachment.

Note: USE THE SAME TITLE AS THE ORIGINAL ATTACHMENT WITH WORD REVISED ADDED ON TO THE FRONT OF THE FILE NAME (example: REVISED_Trade-In_Title_Front_Page)

Searching for an Invoice Using the View Invoices Screen

1. In the Finance tab screen, select View Invoices.

Note: Use the information to the left to fill the fields in the Search area.

2. Fill in the fields to search for a single invoice or group of invoices meeting a certain criteria. Or, if you would like to see all of your invoices leave the fields blank.

3. Select Go.

4. Click attachment icon to view submitted documents for a particular invoice.

The following is the Invoice Status list and a description of each:

Under Review
Invoice has been submitted but not yet approved for payment

Ready For Payment
Invoice has been approved for payment (there are two levels of approval, your invoice must pass both levels).

Rejected
Invoice status will show rejected if Level 1 or Level 2 Reviewer rejects the invoice (you will receive and email rejection notice).

Paid
The Department of Treasury has sent confirmation to the Department of Transportation that the payment has been sent to your bank account.

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
CITI - BudWeiser.MotorsInc@cars1.com 0050	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0049	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0048	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0047	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0046	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0045	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0044	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0043	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0042	21-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review
CITI - BudWeiser.MotorsInc@cars1.com 0041	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0040	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0039	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0038	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0037	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0036	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0035	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
CITI - BudWeiser.MotorsInc@cars1.com 0034	21-Jul-2009	Standard Invoice Request	USD	3500.00		Rejected